HOPEWELL COGENERATION FACILITY
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GDF SUEZ

Appendix 8.

MP2 Environmental Task Matrix

Activity Form

GDF SUEZ

Activity	Procedure Number	MP2 Task Number	File Path
Air Annual RATA for Boilers	E-06	0040	Kept with the RATA's in File C1 and Admin 14.2.0
Air Annual RATA for Gas Turbines	E-06	M207	Kept with the RATA's in File C1 and Admin 14.2.0
Air Certification	E-01	M215	Z:\public\environment\air\Annual Cert\Yr2004
Air Emission Report	E-02	M216	Z:\public\environment\air\Inventory & R\Yr04
Air NOx Report after Ozone Season	E-03	M220	Z:\public\environment\air\NOx SIP & Trading\2004 NOx Letters
Air Out of Compliance Report	E-35	N/A	Z:\public\environment\air\airfax(#)
Air Out of Compliance Report Letter	E-35	N/A	Z:\public\environment\air\corrispondance\Yr(yr)\date-title.doc
Air Permit Title V Air Permit Renewal	E-30	M221	Z:\public\environment\Title V\2005 Renewal
Air Permit Training	T-03	N/A	Environmental and Safety Training Notebooks
Air Permit's Quarterly Air Report	E-04	M222	Z:\public\environment\air\QTR
Air Permit's Quarterly EDR	E-05	M222	EDR's are kept in DAS 2000 Notebook
Air Quarterly CGA for Boilers	E-06	0033	Kept in CEM's PM's Notebook
Air Quarterly Linearity for Gas Turbines	E-06	0033	Kept in CEM's PM's Notebook
Air Report Semi-Annual (By 1 February, 1 August)	E-08	M223	Z:\public\environmental\air\semi-annual reports
Annual Sound Survey	None	0036	Sheets have to be made up from previous surveys (Safety/Enviro Office upper
Boiler I&C Annual Opacity Monitoring Checks	E-07	M020	Kept in CEM's PM's Notebook
Budget Monthly Check	A-01	N/A	Kept with Monthly Check List, Z:\public\Enviornmental\Budget-expenses
Budget Prepair for Follow Year	A-01	N/A	Z:\files\123\budget\(the year)
Business Plan		N/A	Z:\Files\123\Budget\Yearxx\Business Plan
CEM Analyzer Replacement	A-19	N/A	Z:\public\Environmental\ Air\Corrispondance and/or the CEM maintenance not
CEM Bi-Weekly Operator Monitor Checks	E-34	0025	Kept in CEM's PM's Notebook

CEM Calibration Gas Specification Check	E-09	N/A	I&C Tech. checks the bottle value with the permit range
CEM Missing Data - Data Subtitution	A-19	N/A	CEM Computer and Maintenance notebook
CEM Monitoring Plan	A-19	N/A	Z:\ public\Environmental\ Air\New CEM\Monitoring Plan
CEM Monthly Alarm Review	E-10	N/A	Preformed on the CEM computer
CEM Out of Control Bias Adjustment	A-19	N/A	Z:\public\Environmental\ Air\Corrispondance and/or the CEM maintenance not
CEM QA/QC Manual and Checks	A-19	N/A	Z:\ public\Environmental\ Air\New CEM\ Hopewell QA Manual.doc
CEM Record Keeping	A-19	N/A	Z:\public\Environmental\ Air\Corrispondance and/or the CEM maintenance not
CEM System Certification	A-19	N/A	Certification filed in administrative files
Chemical Spill Prevention Training	T-03	N/A	Environmental and Safety Training Notebooks
Contractor Safety Evaluation	S-24	N/A	Z:\Public\EMS\Procedures\S-24 Contractor Safety Evaluation
Create New files for the New Year	A-03	M225	Z:\public\ems\Checklist and Audits\Annual File Update Checklist
Daily Environmental Checks by Operators	A-23	N/A	Z:\plant operational forms\Env-Ck.xls Notebook AST
Daily Forklift Inspection	None	N/A	Z:\public\safety\forms\frokinsp.xls
Department of Energy 860 Report	O-02	M225	Z:\public\fuel\Monthly EIA-860 Reports, Files kept B2
Department of Energy 923 Report	O-01	M224	Z:\public\fuel\Monthly EIA-923 Reports, Files kept B2
Diesel Engine Logs	E-11	M224	Z:\Public\EXCEL\REPORTS\Diesel.xls, Kept in Diesel Log Notebook
Discharge Control Report (DCR) Rolling Averages	E-12	M224	Z:\Public\EXCEL\REPORTS\DCR\DCR Rolling Averages.xls
Electrical Safety Manual	S-04	N/A	Z:\Public\Safety\Electrical Safety Manual
EMS Manual	E-18	N/A	Z:\public\ems\ISO 1400 EMS Manual, EMS manual in notebook
EMS Training	T-04	N/A	Z:\public\ems\Training\
Enviornmental Chemical Spill Report	E-14	N/A	Incident Report
Environment Solid Waste Management Plan	E-23	M226	Z:\public\Manuals\sol-mgt.doc
Environmental Air Audit by the State	E-13	N/A	Kept on file C1
Environmental Audit In-house	E-13	M227	Kept on file C1
Environmental Audit Outside Contractor	E-13	M227	Kept on file C1
onmental Committee Meeting	E-16	N/A	ept on file A1

Environmental Conference Call	E-17	N/A	Kept on file A1
Environmental EPA Number	A-21	N/A	Issued by EPA found in file cabinet C3
Environmental Monthly Training	T-03	0030	Kept on file A3, in training database program, and training notebooks
Environmental Policy	A-14	N/A	Received from GDF Suez
Environmental SARA Title III Annual (due by 1March	E-19	0043	Z:\public\environmental\SARA2\(year) SARA Notebook
Environmental Water Audit by the State	E-13	N/A	Kept on file C2
Event Reports	E-21	M224	Z:\public\excel\reports\events\events & Availabilities.xls
Fuel Analysis filed in Fuel Analysis Records	O-19	N/A	Fuel Folders in B2 and Fuel Analysis Folder B1
Fuel Analysis placed into CEM Fuel Data	O-19	N/A	Put into the computer by the I&C Tech.
Fuel Analysis placed into DCR Rolling Averages	O-19	N/A	Z:\Public\EXCEL\REPORTS\DCR\DCR Rolling Averages.xls
Fuel Annual Cathodic Protection Check	O-03	0037	Contractor, kept in maintenance files
Fuel Diesel Surcharge Weekly	O-04	N/A	Z:\Public\Fuel\GAS USEAGE.xls Diesel surcharge tab
Fuel File Made for each Delivery	O-19	N/A	Fuel Folders in B2
Fuel Gas Analysis filed in Fuel Record	O-19	0032	File in B2
Fuel Groundwater Annual Report	O-05	0041	Z:\public\environmental\Oil\ASTRPT.xls AST Notebook
Fuel Groundwater Sample/Analysis Annual	O-05	M229	Report from J.R. Reed, kept in AST Notebook
Fuel Monthly Cathodic Protection Checks	O-03	0027	Records kept in blue binder in fuel unloading building next to Cathodic Box
Fuel Monthly Gas Price Update	O-06	N/A	Put on white board, Z:\public\fuel\Gasuse\(tab for gas history)
Fuel Monthly Reconciliation Report	O-07	M224	Z:\public\excel\reports\fuel\fuelrpt04.xls Fuel Report Notebook
Fuel Oil Integrated Contingency Plan	O-15	M230	Z:\public\manuals\ICP\ICP, ICP Notebook
Fuel Oil Reconciliation (when taking on Fuel)	O-07	N/A	Z:\public\excel\reports\fuel_recon\Reconcilliation, Fuel Report Noteb
Fuel Oil SPCC Plan	O-10	M230	Z:\public\manuals\SPCC part of ICP (notebook)
Fuel Oil Testing for Microbes	O-09	N/A	Kept on file B1
Fuel Oil/Lube Oil Spill Report	E-37	N/A	Incident Report
Fuel OPIS sent daily to Houston & Filed	O-04	N/A	Kept on file B2 fowarded to Houston by e-mail

Fuel Plan	A-23	N/A	\\Z:\public\Manuals\Fuel Unloading\Fuel Plan
Fuel Taking on Fuel Oil	O-08	N/A	Forms: Z:\public\excel\forms\fuelog.xls
Fuel Tank 10 Year Inspection	O-11	M045	Kept on file B1
Fuel Tank 5 Year Dike Wall Inspection	O-11	M044	Kept on file B1
Fuel Tank 5 Year Inspection	O-11	M041	Kept on file B1
Fuel Tank 5 Year Piping Hydro	O-11	M042	Kept on file B1
Fuel Tank Registration	O-13	M231	Kept on file B1
Fuel Vapor/Monitoring Well Monthly Testing	E-33	M232	Z:\public\environmental\forms\wells, kept on clipboard
Fuel Virginia Fuel Tax	O-12	M224	File in B2, Z:\public\fuel\Virginia Fuel Tax.xls
Gas Turbine and Steam Turbine Hours Report	A-04	M224	Z:\Public\EXCEL\REPORTS\HRS-STS.XLS
Green House Gas Manual			\\Z:\Public\Environmental\AIR\Green House Gases (GHG)\HCF QAPP Manual
Housekeeping	S-27	N/A	Z:\Public\EMS\Procedures\S-27 Housekeeping
J. Ohlsen Monthly Report	A-05	M224	"O:\Monthly Report E-Mails\J. Ohlsen.xls"
Job Prebrief	S-25	N/A	Z:\Public\EMS\Procedures\S-25 Job Prebrief
Job Safety Analysis	S-26	N/A	Z:\Public\EMS\Procedures\S-26 Job Safety Analysis
Mark Jones Weekly Report	A-06	N/A	"O:\Monthly Report E-Mails\Mark J.xls"
Midnight Reading Sheet by Operators	A-23	N/A	Z:\plant operational forms\Daily Log.xls Notebook ODCP
Monthly Environmental Training	T-03	N/A	Training comes from notebooks stored in the Safety and Enviro. Office
Monthly Safety Training	T-03	N/A	Training comes from notebooks stored in the Safety and Enviro. Office
Natural Gas Monthly Report from Columbia Gas Nav	A-04	M224	Columbia Navigator Web Site, Navigator Notebook
NERC-SERC	CIP-001-1	N/A	Z:\Public\EMS\Procedures\Nerc and Serc\ Sabotage
New Hire Trainig	T-06	N/A	On HCF Intranet under Training-Orientation
Oil Pollution and Prevention	T-03	N/A	Environmental and Safety Training Notebooks
Oil Water Separator Cleaning	O-11	N/A	Go out for quotes, all files are in maintenance
Pandemic Contingency Plan	H-01	N/A	\\Z:\Public\Manuals\Pandemic\Pandemic Contingency Plan
[AGC placed into Event Reports	A-09	N/A	\public\excel\reports\events\events & Availabilities.xls

Plant Monthly Report Write-up	A-10	M224	Z:\public\word\m-report\Yr04\(month)
Plant O&M Manual	O-18	N/A	Z:\public\manuals\O&M Manual\
Plant Steam Analysis Sent to Aqualon	A-11	0029	Z:\public\excel\reports\Aqualon\Aqualon(yr).xls
POTW Annual Plant Inspection (set-up by POTW)	O-16	N/A	Kept on file C2
POTW Annual Report	O-16	M225	Kept on file C2
POTW Permit	O-14	M233	Kept on file C2
Procedure End of the Month Reports	A-17	M224	Follow procedure A-17
Procedure Environmental Aspects and Impacts	A-13	N/A	Z:\public\ems\procedures\(procedure number and name)
Procedure Renew WasteWater License	A-02	M217	Admin. To check every other year.
Procedure Setting and Tracking Enviornmental Obje	A-07	N/A	Z:\public\ems\procedures\(procedure number and name)
Procedure TPI SAP-010 Environmental	A-08	N/A	Receive updates from Tractebel Houston
Procedure Track Forms and Document Index	A-12	N/A	Z:\public\ems\procedures\(procedure number and name)
Procedure Writing Task Procedures	A-04	N/A	Z:\public\ems\procedures\(procedure number and name)
RCRA, CERLA and Waste Management	T-03	N/A	Environmental and Safety Training Notebooks
Report to FAA when stack lights are out	None	N/A	FAA Notice posted in the Control Room
Safety Annual Hazardous Assessment update	S-02	M234	Z:\public\safety\forms\hazass.xls, Hazard Assessment Notebook
Safety Audit In-house	E-13	M228	Kept on file D2 and in Safety Audit Notebook
Safety Audit Outside Contractor	E-13	M228	Kept on file D2 and in Safety Audit Notebook
Safety Committee Meeting	S-05	N/A	Kept on file A1 and by Site Safety Rep.
Safety Emergency Evacuation Manual	S-14	M234	Z:\Public\manuals\Evacuation-Emergency Manual
Safety Emergency Phone Numbers	S-01	N/A	Z:\public\excel\forms\phone\(more than one file with numbers)
Safety Fire Prevention Plans	S-15	M234	Z:\public\safety\fire\prepIns\fpp2.xls, Hazard Assessment Notebook
Safety First Aid Boxes checked	S-06	0054	Contractor, any files would be in file D2
Safety Handling of gases and cylinders	A-24	N/A	Z:\public\safety\
Safety Hazardous Waste Tracking	S-13	N/A	Waste Tracking Database Program, and Waste Tracking Notebook

Safety Hearing and Respirator Testing	S-07	M235	Contractor, any files would be in file D3
Safety HENS Test	S-03	N/A	Fax to Hopewell Safety Manager, file in Hens file in A1
Safety Inspection of the Plant Monthly	S-08	0052	Z:\public\safety\forms\safety\ (copy tabs for inspeciton)
Safety Lab Hygiene Manual	S-16	M226	Z:\public\manuals\Hygiene
Safety Lost Time Incident Update	S-12	N/A	Post on Safety BB, Z:\public\safety\safecom\Lostime.ppt
Safety Manual	S-04	N/A	Z:\public\manuals\Safety Manual\
Safety Meeting Monthly Training	T-03	0030	Training database program and training files A3
Safety Meeting Weekly Handouts	S-10	N/A	Kept on file A4, and in training database program
Safety Monthly Safety Points	S-09	N/A	Post on Safety BB, Z:\public\safety\safecom\points.xls
Safety MSDS updates	S-11	0028	MSDS Database program, books in the control room
Safety Policy	A-36	N/A	Z:\Public\EMS\General EMS Data\Safety Policy
Safety Respirator Fit Test (every 3 years)	S-07	0059	Contract, any files would be in file D3
SARA Emergency Contingency Plan	E-45	N/A	Z:\public\Manuals\SARA Emergency Contingency Plan
SARA Title III	T-03	N/A	Environmental and Safety Training Notebooks
Scott Dibbs Monthly Report	A-05	M224	"O:\Monthly Report E-Mails\Scott Dibbs.xls"
Security Manual	S-22	N/A	Z:\EMS\Procedures\S-22 Security Manual
Spill Response - Immediate Actions	E-37	N/A	Hcf-fileseerver/Company/public/Safety/Training Topics/MSDS/Chemical Spill R
Stack Light Out	A-39	N/A	Z:\Public\forms\phone\emg beeper and phone # EMERG NUMBERS
STOP Program Reports	S-21	N/A	Z:\EMS\Procedures\S-21 STOP Program Reports
Training Records updated	T-01	N/A	Training database program and training files A3
Training Test Graded (placed in computer)	T-02	N/A	Training database program and training files A3
Update Documents (Document Control)	A-28	N/A	All contained in the EMS Computer Program
Vehicle Safety	S-28	N/A	Z:\Public\EMS\Procedures\Vehicle Safety
Virginia Power Event Report in NUGID	O-17	N/A	Virginia Power NUGID database program
Virginia Power Monthly E-Mailed Reports	O-17	N/A	Virginia Power NUGID database program
' ıia Power Monthly Faxed Reports	O-17	N/A	rginia Power NUGID database program

Virginia Power Outage Report	O-17	N/A	Virginia Power NUGID database program
Virginia Power Update Monthly Mega-Watt Hours (in	O-17	N/A	Virginia Power NUGID database program
Virginia Power Winter Fuel on Hand Report	O-20	N/A	e-mail to Virginia Power
VPDES Permit Renewal	E-24	M236	Z:\public\environmental\water\VPDES Permit\
VPDES Samples	E-22	M210	VPDES Worksheet in VPDES folder lower desk drawer
VPDES Stormwater Testing	E-22	0042	Stormwater Test Sheets in VPDES folder lower desk drawer
VPDES Water Bypass/out of Compliance Report	E-36	N/A	kept on file C2, Z:\public\environmental\water\(letter)
Wastewate Lab Digital Thermometer Calibration	E-29	0031	Z:\public\HCF_Cal Sheets\
Wastewater Annual Acute and Chronic Testing	E-22	N/A	VPDES Worksheet in VPDES folder lower desk drawer
Wastewater Annual Certification	E-25	M213	Kept on file in DMR Notebook, Z:\public\environmental\water\annual cer
Wastewater Chlorine Test	E-26	M212	Post on Lab Cabnet Door & in DMR, Z:\public\chemistry\Lab_Signs
Wastewater Discharge Monitoring Report (DMR)	E-27	M224	Z:\public\environmental\water\DMR\Yr04\(month)
Wastewater Flow Report	E-15	N/A	Z:\public\excel\reports\flowrate\Efflunt04.xls
Wastewater Lab Thermometer Calibration	E-29	0031	Z:\public\HCF_Cal Sheets\
Wastewater O&M Manual	E-32	M238	Z:\public\manuals\O&M Water Manual (year)
Wastewater Priority Pollutants and Metal Testing	E-22	N/A	Worksheet from VPDES permit
Wastewater's Stormwater O&M Manual	E-32	M238	Z:\public\manuals\O&M Water Manual (year)
Wastewater's Stormwater Polution Prevention Plan	E-32	M238	Z:\public\manuals\Stormwater (year)
Water Permit	T03	N/A	Environmental and Safety Training Notebooks
Writing Procedures, Tasks, and other Documentatio	A-04	N/A	N/A